

**Board of Selectmen
Regular Meeting
February 7, 2023 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, Betsy Petrie-McComber, and Mark DeCaprio

Others Present: Mike Ninteau (Board of Finance Alternate); Sarah Haynes (Board of Education Chair); Andrew Gonzalez (Superintendent); Brian Greene (Board of Education, Finance Subcommittee Chair); Dean Hunniford (Director of Public Works/Facilities); Hayley Wagner (Finance Director); Phil Chester (Town Planner); Bernard Dennler (Office Manager); Rob Cady, Jay Tuttle, Chuck Eaton (Public Works Building Committee)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:00 PM.

2.0 Public Forum

M. Ninteau stated that there are three issues that the town has 'kicked the can down the road on', but he would like to see the town fund these three projects in a fiscally conservative manner. These include a study of the schools' facilities and infrastructure needs based on population and use, a new Department of Public Works, and professional management for the Town in the form of a Town Manager or Town Administrator.

B. Petrie MOVED to bring forward agenda item 6.1 at this time. R. Chesmer SECONDED.

MOTION CARRIED 5:0

3.0 Correspondence

3.1 Letter from T. Meyer regarding Cemetery Commission position

The Selectmen acknowledged the letter with regret.

3.2 Monthly Troop K Report

The Selectmen reviewed the monthly Troop K report.

4.0 Department Reports

4.1 Finance Department

H. Wagner reported that police revenue is very high, but the police budget itself will likely be over budget.

4.2 Fire Department

J. Schall provided a written report as he was unavailable to attend. Significant calls this month included the Hillandale egg farm fire in Bozrah. Lebanon was one of several towns to provide mutual aid.

4.3 Public Works Department

D. Hunniford reported there has been little need for snow removal this year. The good weather has allowed the town to work on its tree removal project. Almost 1,500 trees have been removed so far.

5.0 Consent Agenda

B. Petrie MOVED to approve the Consent Agenda as presented:

5.1 Approval of Tax Refunds

2021-04-81249	Atwell Holly	\$509.10
2021-01-189	Barrett Chris	\$10.00
2021-01-311	Bielert Henrich & Loretta	\$1,508.22
2021-01-2242	McCaw B Robert & James E Trustees	\$2,378.93
2021-01-2243	McCaw B Robert & James E Trustees	\$2,944.23
2021-04-80789	Moulin-Sehl Aimee A	\$5.00
2021-03-57301	Shanks Amanda L	\$122.49
2020-01-3419	Tessier Carol M	\$6.00
2021-01-3455	Tollmann Edward	\$45.00
2021-01-3757	Zesut Carol	\$123.40
2021-01-3758	Zesut Carol	\$526.60

Total		\$8,178.97
--------------	--	-------------------

5.2 Approval of Minutes

- a. *Minutes of January 3, 2023 BOS-BOF Long Term Planning Subcommittee*
- b. *Minutes of January 10, 2023 Regular Meeting*
- c. *Minutes of January 17, 2023 Special Meeting*
- d. *Minutes of January 18, 2023 Special Meeting*
- e. *Minutes of January 20, 2023 Special Meeting*
- f. *Minutes of January 24, 2023 Special Meeting*

5.3 *Acknowledgement of Cemetery Commission member Tom Meyer's decision to not accept reappointment following term which ended 02/01/23*

5.4 *Appointment of Caitlin Jamrock as a member of the Cemetery Commission with a term to expire 02/01/2026*

5.5 *Appointment of Joanne Philips as a member of the Commission on Aging with a term to expire 01/01/2024*

5.6 *Appointment of Jasmine Morton as a member of the Recreation Commission with a term to expire 02/01/2024*

5.7 *Appointment of Phil Ziel (D) to as a member of the Board of Assessment Appeals with a term to expire 11/20/2023*

5.8 *Resignation of Rob Magao as a constable, effective 01/21/23*

5.9 *Resignation of Joe Dolan as a constable, effective 01/23/23*

5.10 *Appointment of Brad Waite as a constable, pending completion of all pre-employment procedures, with a term to expire 12/01/2023*

- 5.11** *Authorize First Selectman to sign the Pyrotechnico fireworks contract as recommended by the Summer Dancefest Committee*

K. Smith SECONDED.

MOTION CARRIED 5:0

6.0 New Business

Discuss and act upon:

6.1 Board of Education Facilities Request

Superintendent A. Gonzalez says the schools will be transitioning to a new strategic plan. A study regarding the use of facilities will help the Board of Education make the right decisions about facilities needs in the best interest of students and taxpayers. S. Haynes stated the Board of Education is requesting up to \$100,000 to pay for a facilities study. Both the elementary school and middle school have significant facilities needs that have been deferred.

K. Smith asked how they came to the \$100,000 figure. A. Gonzalez stated he reached out to other districts to come up with an upper estimate. The schools do not want to go out to bid until they know they have funds available to pay for the study.

B. Green spoke about the need for the study. He would be concerned to put large amounts of money into the elementary or middle school facilities without understanding the long-term needs of those buildings and the student population.

B. Petrie asked if the Board of Education had requested the funds for the facilities study as part of their Capital budget request. A. Gonzalez said no. B. Petrie believes it is up to the Board of Finance to decide whether they can fund this with unassigned fund balance but she is hesitant to support taking fund balance without knowing how it would impact the Public Works proposal.

K. Cwikla said he supports the study but believes it is the Board of Finance's jurisdiction to decide how to fund it. B. Green said he had proposed bringing this to Board of Selectmen to ensure that all three Boards are aligned in supporting the study, regardless of how to pay for it.

K. Cwikla said he thinks the Board of Selectmen supports the study and it's a matter of determining a funding mechanism.

B. Petrie said she supports the study and believes the Board of Education should raise it in the budget process as a Capital request although it could be funded through other mechanisms. K. Smith said she believed the timing could work for it to be funded with year-end surplus. M. DeCaprio said it is an important subject to be addressed and funded. R. Chesmer said he supports a data-driven study that would help the Boards make wise investments.

NO ACTION TAKEN

6.2 Authorize First Selectman to sign CEN contract modification

B. Dennler presented a proposed modification to the Town's contract with CEN for fiber internet service that would save approximately \$120 per month by sharing the Town and Fire Safety Complex data billing tier. Novus has reviewed the data usage at both facilities and believes the Town can comfortably operate within the shared tier.

K. Smith MOVED to authorize the First Selectman to sign the CEN contract modification. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.3 Authorize TIP expenditure for Fire Marshal investigation equipment

B. Petrie MOVED to authorize \$1,852.60 from TIP to purchase Fire Marshal investigation equipment. K. Smith SECONDED.

MOTION CARRIED 5:0

6.4 Authorize TIP expenditure for Fire Marshal office equipment and hardware

B. Petrie MOVED up to authorize up to \$2,000 for the purpose of purchasing Fire Marshal office equipment and hardware including an iPad. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.5 Authorize TIP expenditure for fire alarm upgrades at the Community Center

B. Petrie MOVED to authorize the up to \$1,162 from TIP for the fire alarm upgrades at the Community Center and to authorize K. Cwikla to sign an agreement with FASD. K. Smith SECONDED.

MOTION CARRIED 5:0

6.6 Authorize TIP expenditure for Transfer Station signage

B. Petrie MOVED to authorize \$708.20 from TIP to replace signage at the Transfer Station. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.7 Authorize TIP expenditure for replacement Transfer Station shed

D. Hunniford presented a proposal to replace the Transfer Station shed which has been on the TIP list for several years.

B. Petrie MOVED to authorize up to \$7,000 from TIP for the purchase and installation of a new guard shack at the Transfer Station. K. Smith SECONDED.

MOTION CARRIED 5:0

6.8 Authorize TIP expenditure for LVFD watchroom

B. Petrie presented a request to make renovations to the watchroom at the Fire Safety Complex, including the counters and window trim. The project has been on the TIP list.

M. DeCaprio MOVED to authorize up to \$6,000 from TIP for renovations to the LVFD watchroom at the Fire Safety Complex. K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie abstained.

6.9 Authorize First Selectman to sign Energy Efficiency Letter of Agreement with Eversource regarding the Lebanon Senior Center

D. Hunniford requested that the Selectmen authorize the First Selectman to sign the energy efficiency contract with Eversource. ARPA funds were previously authorized by the Board for the project.

B. Petrie MOVED to authorize the First Selectman to sign the Energy Efficiency Letter of Agreement with Eversource regarding the Lebanon Senior Center. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to add to the agenda "Reappointment of Burning Officials" as items 6.10. K. Cwikla SECONDED.

MOTION CARRIED 5:0

6.10 Reappointment of Burning Officials

K. Smith MOVED to reappoint Scott Schuett as Burning Official and Mark Waters and John Meigel as Deputy Burning Officials with terms to expire 01/31/2024. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to add "Reappointment of Deputy Fire Marshal" to the agenda as item 6.11. K Smith SECONDED.

6.11 Reappointment of Deputy Fire Marshal

B. Petrie MOVED to reappoint John Meigel as the Deputy Fire Marshal with a term to expire 01/31/2024. K. Smith SECONDED.

MOTION CARRIED 5:0

7.0 Old Business

Discuss and act upon:

7.1 Solar bid results

The Selectmen discussed the bids for the proposed solar projects at the Transfer Station and Fire Safety Complex. They decided not to pursue the Transfer Station proposal at this time. They will continue to investigate the Fire Safety Complex roof proposal. D. Hunniford will investigate options on the roof repair if it is not bundled as part of the solar installation.

NO ACTION TAKEN

7.2 Authorize First Selectman to sign Fire Marshal Mutual Aid agreement

B. Petrie MOVED to authorize the First Selectman to sign the Fire Marshal Mutual Aid agreement. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

8.0 Approval of Minutes

8.1 January 26, 2023 Special Meeting – M. DeCaprio not present

R. Chesmer MOVED to approve the January 26, 2023 Special Meeting minutes. K. Smith SECONDED.

MOTION CARRIED 4:0

M. DeCaprio abstained.

8.2 January 31, 2023 Special Meeting – M. DeCaprio not present

R. Chesmer MOVED to approve the January 31, 2023 Special Meeting minutes. K. Smith SECONDED.

MOTION CARRIED 4:0

M. DeCaprio abstained.

B. Petrie MOVED to enter Executive Session and to invite D. Hunniford, P. Chester, R. Cady, J. Tuttle, and C. Eaton to attend. K. Cwikla SECONDED.

MOTION CARRIED 5:0

9.0 Executive Session per CGS 1-200(6)-D: discussion of the selection of a site or the lease, sale, or purchase of real estate

Executive Session began at 6:15 PM and ended at 6:30 PM.

10.0 Adjourn

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Bernard W. Dennler III

Office Manager to the First Selectman